

CONTRACT DATA REQUIREMENTS LIST (CDRL)

For purposes of this document, "time" is defined as follows: Time—if stated as a number of days—is calculated using calendar days, unless otherwise specified. It includes Saturdays, Sundays, and legal federal holidays. If, however, the last day falls on a Saturday, Sunday, or legal federal holiday, then the period shall include the next business day.

Acronyms:

CO	Contracting Officer
COR	Contracting Officer's Representative
FAR	Federal Acquisition Regulation
NFS	NASA FAR Supplement
NPR	NASA Policy Requirement

NASA Ames Research Center
Contracting Officer (CO)
Attn: TBD

NASA Ames Research Center
NASA Contracting Officer's Representative (COR)
Attn: TBD

TABLE OF CONTENTS		
Report Number	Report Title	Page Number
01	NASA Financial Management Report (NF 533)	2
02	Monthly Reports, Reviews, Other Reporting	3

1. ITEM NO.	2. TITLE
01	NASA Financial Management Report (NF 533)
<p align="center">3. DESCRIPTION</p> <p>The Contractor shall submit an initial report within 60 working days after authorization to proceed has been granted. The initial report reflects the original negotiated contract value for each reporting category and shall be the original contract baseline plan. This plan, plus authorized changes, is subsequently used in columns 7b and 7d of the NF 533 M for comparison of actuals to plan.</p> <p>The Contractor shall submit a monthly financial management report on NASA Form 533M in accordance with the instructions on the reverse side of the forms and the NASA Procedural Requirements (NPR) 9501.2D, <i>NASA Contractor Financial Management Reporting</i>, located at the URL: http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=9501&s=2D and as set forth below.</p> <p>Reporting categories shall be by Elements of Cost or by Work Breakdown Structure (WBS). The first rows of each NF533 shall include total Engineering Labor Hours and total Program Support/Management Labor Hours and Total Subcontractor hours. All 533s will include rows for Total Cost, Fixed Fee, and Cost Plus Fixed Fee at the bottom of the sheet. Reports will also provide data on planned and actual costs and labor hours, projections and estimates to complete. The Contractor shall provide a roll-up summary report. The Contractor and each major subcontractor shall complete all blocks as appropriate.</p> <p>Any actual cost variances from the planned that are greater than +/- 5% shall also be explained.</p> <p>Reporting categories must be approved by the Contracting Officer before submittal of the first report.</p> <p>Submission of electronic copies is authorized.</p>	
4. DISTRIBUTION	
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.	
b. RECIPIENT/DISTRIBUTION	d. FREQUENCY / DELIVERY DATE
Submission of all reports to: 1) CO 2) COR 3) Financial Management Division, Code CFG, NASA ARC Emails: TBD	Initial report: 60 days after incurring cost, using the format of 533Q, , as explained in NPR 9501.2D, Section 3.2 Initial Report Monthly report: Not later than 10 days after the end of the Contractor's monthly accounting period. NOTE: This report is desired by the end of the 11 th calendar day of each month
5. ADDITIONAL INFORMATION / INSTRUCTIONS	
Reference: NPR 9501.2D, <i>NASA Contractor Financial Management Reporting</i> NFS 1852.242-73, <i>NASA Contractor Financial Management Reporting</i>	

1. ITEM NO.	2. TITLE	
02	REPORTS OF WORK - Monthly Reports, Design Reviews, Data Deliverables	
3. DESCRIPTION		
<p><u>Kick-off Meeting:</u> In accordance with SOW 4.3.1. No later than 10 days after contract award.. Report and briefing charts, review of programmatic structure, schedule, drawings and manufacturing processes, including Configuration Management Plan/ Process, Quality Assurance Plan</p> <p><u>Weekly Status Meeting:</u> Weekly meeting in accordance with SOW 4.3.4. Planned vs. actual progress, other topics, Meeting notes submitted to COR via email.</p> <p><u>Monthly Progress Reports:</u> In accordance with SOW 4.6.1. The contractor shall supply a technical and financial status report detailing accomplishments to date and any technical, cost, or schedule risk items. Report is due monthly by the second Tuesday following the month being reported.</p> <p><u>Manufacturing Readiness Review (MRR):</u> In accordance with SOW 4.3.3. (Minimum of 5 working days prior to each manufacturing event) Review of contractor drawing packages (SOW 3.6.1), Manufacturing Processes Package (SOW 3.6.2)</p> <p><u>End Item Data Package (EIDP):</u> In accordance with SOW 4.6.3. Documentation that each deliverable meets the requirements of the specification. One hard copy with the hardware shipment and one electronic copy to COR.</p>		
4. DISTRIBUTION		
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.		
b. RECIPIENTS	c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
Contracting Officer	Submit via email	In accordance with SOW
COR	Submit via email	
d. FREQUENCY/ DELIVERY DATE: All monthly reports shall be delivered by the second Tuesday following month being reported		
5. ADDITIONAL INFORMATION / INSTRUCTIONS		